Blake DeRouchey
HSEMD

Andy Buffington
Communications Center

Vacant
EMS

Vacant
Emergency Management

Angela Clouser
Member-At-Large

Vacant
Fire Department (Volunteer)

Vacant
Sheriff's Office

Jason Schluttenhofer
Sheriff's Office

Michele Bischof
Fire Department

Tom Lampe
Iowa DPS

Vacant
Municipal Police
Department

Vacant
ILEA

David Ness
Municipal Police
Department

Wendi Hess
Communications Center

Cindy Heick
Iowa DPH

Peter Huffman
Iowa DOT

Trace Kendig
Iowa DNR

Patrick Updike
Iowa DOC

Annette Dunn
Office of the CIO

Legislative Members
Senator Jim Lykam
Senator Tim L. Kapucian
Representative Bob Kressig
Representative Jarad Klein

Meeting Minutes
Iowa Statewide Interoperable Communications System Board
August 13, 2020
10:30 a.m – 12:00 p.m.

GoTo Meeting Link:
https://global.gotomeeting.com/join/960661269

Conference Call to Listen +1 (408) 650-3123
Access Code: 960-661-269

Meeting called to order by Chair Lampe at 10:30 a.m.

The meeting was conducted via GoTo Meeting. The GoTo Meeting conference telephone line and the meeting room was opened for board members and public listening and comment.

Eleven voting board members attended, via GoTo Meeting, establishing a quorum.

Voting Members in Attendance via GoTo Meeting and GoTo Conference Line: Michele Bischof, Blake DeRouchey, Cindy Heick, Wendi Hess, Peter Huffman, Tom Lampe, David Ness, Haley Nichols (representing ILEA), Jason Schluttenhofer, Patrick Updike, Deb Vitko (representing DNR)

Non-Voting in Attendance: Administrative Assistant Hollie Davidson, SWIC Chris Maiers

Absent: Angela Clouser, Annette Dunn, Trace Kendig

Guests: David Barnett, Tracey Bearden, Brad Button, Jeremy Cremeans, Dave Drummond, Luke Erpelding, Jim Holthaus, Brent Long, Jim Lundsted, Doug McCasland, Terry McClannahan, Melvin Mercado, Kyle Richardson, Tammy Rodriguez, Rob Rotter, Shari Schmitz, Connie Stufflebeem, Robert Zanger

Approval of Agenda: Chair Lampe requested to amend the agenda and add two additional items under New Business (STR Policy Review and New ISICS Join form).

Michele Bischof made a motion to approve today's agenda with the proposed additional items. Peter Huffman seconded the motion. All in favor. Motion passes

Approval of Minutes: David Ness made a motion to approve the July 2020 meeting minutes. Jason Schluttenhofer seconded the motion. All in favor. Motion passes

SWIC Report: SWIC Maiers reports that StatusBoard is working well, and there have been no outages in the past month. There are approximately 500 end-user accounts and around 467 resources available on StatusBoard. Training and user sign-up is ongoing.

PSAP training is also ongoing and continues to be offered through either one-on-one training or as a group per agency request. These can be done in-person or virtual.

SWIC Maiers reports that he recently participated in a webinar developed by the National Emergency Communications Plan (NECP). The webinar discussed the impact of cybersecurity risk management practices that were outlined in the SAFECOM National Survey.

E911 Council Report & E911 Program Manager: 911 Program Manager Blake DeRouchey reports that successful migrations from the legacy landline 91 traffic onto the Next-Generation network are complete at seven PSAPs.

Mr. DeRouchey reports that they are exploring plans to use FirstNet as a secondary remote host service as an addition to the ICN connection.

Mr. DeRouchey gave an update on the recent storm response efforts. The FCC will use the raw data collected and develop a DIRS report that will be available for ESF-2 work. The report will outline some reasons for any outages that occurred.

Mr. DeRouchey reports the 911 system worked well throughout the storm and the events following the storm.

User Group Committee: SWIC Maiers reports that the UGC met and reviewed applications. There are one new user and two updated users up for approval in New Business.

Finance Report: SWIC Maiers reported that he had discussed the chair position with a few of the ISICSB members. Many have asked for a little extra time to handle work operations before they make a decision.

SWIC Maiers reports that the general fund appropriation has been deposited in the ISICSB cost center. Monthly net expenditures during July for the Interoperable and Broadband Communications Fund were $5,082. The July ending balance was $253,917. Monthly expenditures during July for the SLIGP 2.0 grant were $8,516.49. Of that amount, $6,813.20 were federal expenditures. The remaining federal amount available from the grant is

$295,955. These amounts differ from the ones conveyed during the meeting as the incorrect ones were read aloud at the ISICSB meeting.

Chair Lampe requested that the financial documents be included with the monthly document package that is sent to the ISICSB.

Governance Committee: Governance Committee Chair Peter Huffman reports the Committee met and discussed the Air to Ground Policy. The policy is up for approval in New Business.

The Governance Committee is also monitoring the Sub-regional Talkgroups standard. The Standards Working Group (SWG). The Governance Committee will also be reviewing the appropriate time allotment to post a policy for public comment.

Patrick Updike requested some clarification on the licensing of the air to ground channels relative to the Air to Ground Policy.

Operations Committee: Operations Chair Michele Bischof reports that the Committee met and primarily discussed conducting research in coordination with SWIC Maiers to determine the documentation for all ISICS talkgroups and how this documentation would be modified if or when changes will be necessary and how users will adopt the names.

Outreach Committee: SWIC Maiers reports that outreach is ongoing to stakeholders. Recently, there was a RIC 3 outreach held in Ida Grove. There were approximately 35 attendees at the event. SWIC Maiers thanked Sgt. Trucke and Ed Sohm for their assistance with the event.

A RIC 1 outreach is tentatively scheduled for September 2020.

Training/Exercise Committee: SWIC Maiers reports that there was an Encryption Planning and Usage for Administrators webinar on July 30th to assist administrators in developing an understanding of encryption. A second webinar for technical staff is tentatively planned for September 2020.

SWIC Maiers reports that the Training Committee is currently developing a pursuit training video.

Chair Lampe requested an update on the vacant committee chair positions. SWIC Maiers stated that the Finance, Outreach, and Training Committees have vacant Chair and Vice-Chair positions that need to be filled. Chair Lampe reminded the Board that only the Committee Chairperson needs to be a board member. Chair Lampe requests a status update at the September 2020 meeting.

Michele Bishof requested an update on the appointments for vacant seats on the ISICSB. SWIC Maiers reports he is waiting for a response from the Governor's office regarding the applications submitted for filling the board member vacancies. Appointments have also been affected by the various disaster responses in 2020.

Technology Committee: Technology Committee Chair Updike reports that the Technology Committee met twice and discussed the LTE Deployable Policy and an appropriate comment period. The Committee is still reviewing the policy and will most likely present it to the Board for 30-day public comment approval at a future ISICSB meeting.

The Committee also discussed STR trailers and using LTE routers for connecting ISICS trunking equipment to the ISICS core. The Technology Committee concluded this would be a good idea and would like the Operations and Governance Committees also to give input regarding the concept.

FirstNet Broadband Committee: FirstNet Broadband Committee Chair Michele Bischof reports that the Committee met and primarily discussed FirstNet's response throughout the recent storm. The Committee concluded that AT&T/FirstNet needs to improve its power plan to ensure that first responders do not lose cell phone service when power is lost for an extended period of time. AT&T is currently developing a plan for future incidents and will give an update on the progress at the September 2020 FirstNet Committee meeting.

LEA Committee: LEA Committee Vice-Chair Rob Rotter reports that the Committee met and discussed the following items:

- The Committee continues to work closely with the Operations Committee.
- SWIC Maiers developed a spreadsheet regarding successful test calls and other essential data regarding consolette training. The Committee requested adding a column for noting which system each agency is using.
- Vice-Chair Rotter reports that things are moving along well, and agencies are becoming more comfortable using the ISICS interoperable talkgroups.
- LEA dispatch announcement is ongoing, and agencies have gotten the message.

Other Reports:

Information Sharing Board Members: Chair Lampe updated the Board regarding ISICS tower site walks. Iowa DPS and DOT worked together and have completed all 92 required site walks. Items that need addressing further are relayed to Motorola via punch lists, and Motorola is required to correct the issues.

Chair Lampe reports the network is nearing system acceptance. The State will ensure all requirements within the DPS/Motorola contract are met fully. The Department of Administrative Services will be the party required to sign off for system acceptance. There is no definitive date set for system acceptance.

Chair Lampe reports that DPS has received the required spare parts and equipment, as stated in the contract. There are various locations across the State where the parts are currently stored.

Chair Lampe has a call scheduled on August 17th with FirstNet representatives to discuss the recent storm response and how the Rapid Operations Group team works in responding to disasters.

Motorola Project Manager ISICS Update: Motorola Solutions Project Manager Melvin Mercado reports that throughout the recent storm, the Motorola team monitored and responded to any issues across the State that could affect the ISICS. Mr. Mercado reported that the system went to back-up microwave paths during the event as the storm passed over various locations. The back-up cores were activated during the event when the storm hit the Des Moines Metro. After the storm passed, the teams mobilized to assess and correct any issues. Although no primary equipment was damaged, some equipment such as microwave dishes shifted when the winds topped 99 mph. Motorola is working to re-align those dishes. On some sites, the dish cover was damaged, and those are being repaired.

Mr. Mercado reports that nine sites lost power and were running on generators. One site has since had power restored. Fuel consumption is being monitored at the sites operating on generator power.

Some sites saw a bouncing effect as the back-up microwave path was activated.

Mr. Mercado reported that the work to assess and address any impacts of the derecho should be completed by Friday, August 14th.

Chair Lampe commented that the ISICS continued to function during the derecho, and there was minimal effect on the end-users.

Vice-Chair Ness recognized the importance of the ISICS having multiple core locations and acknowledged the work done to prepare the system to be resilient during a storm like the derecho. He congratulated everyone on their work.

Chair Lampe gave an overview of the response efforts between the State and Motorola throughout the derecho.

FirstNet/AT&T Update: FirstNet/AT&T Representative David Barnett reports that there were two new towers activated in July – one east of Des Moines in Altoona and one west of Iowa City in Oxford. Additionally, there were three small cell nodes added in the Des Moines Metro – one in West Des Moines, one in Urbandale, and one in Des Moines near the airport.

Mr. Barnett reports there were multiple agency requests for FirstNet deployables throughout the derecho's aftermath. Some FirstNet sites took significant hits, and work is underway to restore service.

FirstNet/AT&T representatives will have a debriefing call with Chair Lampe to discuss the storm response and possible resolutions for future disasters.

CISA-ECD Update: Jim Lundsted from the Department of Homeland Security Emergency Management Communications Division (ECD) displayed a report with data from NORS and DIRS depicting the outages resulting from the derecho. There are different reporting requirements for the regulated telecommunications companies that are regulated by the FCC. A request was made for the FCC to provide DIRS outage information during the Iowa

derecho. The report shows that currently, there are 8 sites damaged, 141 transport/backhaul, 184 sites lost power, and 54 have back-up power. The most significant outages are in Benton, Union, Marshall, and Tama counties.

Mr. Lundsted reports that WPS/GETS was successful as a back up throughout the storm.

Mr. Lundsted reports that a document will be released regarding Identity and Credential Access Management (ICAM).

Mr. Lundsted also reported that there are more telephone denials of service (TDoS). Work is being done to mitigate these TDoS attacks at a national level.

Standards Working Group (SWG): SWIC Maiers reports that the SWG met and approved the alert tone standard and has been sent to the Governance Committee for review.

In the future, the SWG will be working on standards related to the co-location of VHF equipment on ISICS sites and reviews of current standards as requested by other committees.

Old Business:

Sub-Regional Talkgroups Update: Operations Chair Bischof reports that Westcom, Polk County, and Des Moines are currently working on programming the talkgroups into their radios. The programming should be complete by the fall of 2020.

Control Station Update: SWIC Maiers reports that all PSAPs that received equipment have now answered a test call.

One-on-one training and regional training are ongoing. The one-on-one training can be done virtually or in-person.

Shared Systems Study Group (SSSG): SWIC Maiers reports that the SSSG met and is working on developing a document related to end work products. A report with an Executive Summary has been drafted. The document includes the group's history, a summary of the meeting proceedings, a discussion of the findings, and draft recommendations. The complete document will be presented to the ISICSB by the end of the year.

New Business:

User Approvals: SWIC Maiers gave an overview of the ISICS applications up for approval. Jason Schluttenhofer made a motion for the approval of three users: Bremer County Sheriff's Office – Level 2, Clayton County – Level 2 (update), Ida County – Level 3 (update). Patrick Updike seconded the motion. All in favor. Motion passes.

Air to Ground Policy: SWIC Maiers gave an overview of the Air to Ground Policy. The channels are designed to allow additional communications capabilities from the ground to ambulatory helicopters. The regional interoperable talkgroups on ISICS are available, and these conventional channels are primarily beneficial when operating off-system. The policy would adopt the channels for use per the FCC rules and says that the channels should be programmed within 13 months of policy adoption. Per the policy, the designated preferred channel for landing zone coordination is channel 7AG88D, and the channels will also be included in StatusBoard.

Patrick Updike asked if FCC allows the use of the channels. SWIC Maiers explained the channels would be adopted under current FCC rules as is which should alleviate licensing concerns.

The Air to Ground Policy originated within the Technology and Operations Committees. The policy has been in the works for approximately three years.

Michele Bishof made a motion to adopt the Air-to-Ground policy. This motion was later rescinded following a discussion related to public comment.

Chair Lampe inquired as to whether the use of the channels is required or if they are an option. SWIC Maiers explained the channels are an option to use as an additional tool and would not be replacing the operable or interoperable talkgroups on ISICS. The Air-to-Ground channels are beneficial during the last section of flight if a larger wide-area radio system is not available.

Patrick Updike made a motion to post the Air to Ground Policy for a 30-day public comment. Michele Bischof seconded the motion.

Further discussion ensued regarding a 30 or 60 comment period would be appropriate.

Patrick Updike rescinded the motion to post the Air to Ground Policy for a 30-day public comment. Mr. Updike made a motion to post the Air to Ground Policy for a 60-day public comment. Michele Bischof seconded the motion. All in favor. Motion passes.

AT&T/FirstNet Tower Locations: Chair Lampe discussed the issue of the property owner/county resistance to placing FirstNet towers that have occurred on a few occasions. Chair Lampe inquired as to whether or not there is a statement that could be distributed to county officials, property owners, and other stakeholders that explains the purpose of the FirstNet tower builds. Kyle Richardson, with FirstNet Authority, states that there is a document being developed to explain the FirstNet buildout. Mr. Richardson will send the document to FirstNet Committee Chair Bischof to discuss with the FirstNet Committee at the September committee meeting.

STR Policy/Procedure Review: Chair Lampe discussed the Iowa Strategic Technology Reserve (STR) Standard Operating Procedure previously developed by ISICSB in 2012. Chair Lampe requests that the STR policy is reviewed and updated by the Governance Committee. Governance Committee Chair Huffman states that the Governance Committee will review the policy.

ISICS Joining Process Form: Chair Lampe reports that the current ISICS joining form needs updating. SWIC Maiers displayed a form that was developed through the JotForm program. The JotForm is more user friendly, efficient, and less expensive than the current form.

Michele Bischof suggested that the JotForm platform is also used for all forms that require completion.

The UGC will review the new ISICS user join form.

Public Comment: Melvin Mercado added that the storm hit a lot of people, including his team. Members of his team had damage to houses and vehicles. Crew members also had to sleep in trucks because no hotels were available.

Motion to Adjourn: Michele Bischof made a motion to adjourn. Peter Huffman seconded the motion. All in favor. Meeting adjourned at 12:17 p.m.

YouTube link for the August 2020 ISICSB Board Meeting:
https://www.youtube.com/watch?v=KwHEnUiv1uc